



## OVERVIEW

Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures has been developed for maintained schools and settings in consultation with our Trade Union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings will support and guide Governing Bodies and School Leaders to manage a planned and safe gradual return to school but recognise that local decisions to open or not **MUST** follow a risk based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer's health and safety management procedures.

This document is a template to be used to help Governing Bodies and Head teachers develop and tailor a site-specific risk assessment in relation to COVID-19. Below is a list of potential of hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Control shown follow current available guidance and best practice

Head teachers/ Governing Bodies are responsible for monitoring the advice and guidance available, ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored and any emerging issues addressed appropriately.

You should refer to the CCC guidance provided to accompany this model as well as referenced national guidance – **PLEASE NOTE:** that your risk assessments should outline **YOUR** agreed control measures following your local planning processes – Any additional control measures you identify are required should be added to the additional controls column, along with who is responsible and a timescale.

All employees working within the premises should receive site specific information on the controls implemented within their workplaces.

Help and Support is available with the development of your risk assessment through The County Council's Corporate Health and Safety Team  
[healthandsafety@cumbria.gov.uk](mailto:healthandsafety@cumbria.gov.uk)

Please note that the Local Authority liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site – Contractors asked to provide key information in relation to how they are managing infection control.

This risk assessment refers to current national guidance and is listed at the end of this document and within accompanying guidance



<b>RA Reference</b>	<b>CV-03 School Operations Risk Assessment</b>	<b>Activity Description</b>	<b>COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS</b>
<b>Assessment Date</b>	21 <sup>st</sup> May 2020	<b>Assessor Name</b>	Jennifer Rowlands
<b>Assessment Team Members</b>	Senior Leadership Team	<b>Planned Review Date</b>	As frequently as required, at least monthly Next review due 21 <sup>st</sup> June 2020
<b>Location</b>	Cumbria Futures Federation (Solway Community School and Beacon Hill Community School)	<b>Number Of People Exposed</b>	Up to 200 at each site
<b>Overall Residual Risk Level following implementation of effective control measures</b>	Medium risk  Given the current Public Health information it remains likely that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity	<b>People Exposed</b>	All Employees Pupils Visitors Contractors Members of the public Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders New/ Expectant Mothers
<b>Assessment Last Updated</b>	21/5/2020	<b>Is this an acceptable risk?</b>	<b>Yes/ No</b>

<b>Hazard Description and How are people at risk</b>	<b>Current Control Measures (Those that are in place)</b>	<b>Potential Risk</b>	<b>Additional Control Measures (To be identified and implemented)</b>	<b>Action Details by Whom By When</b>	<b>Residual Risk</b>
<p><b>Hazards in relation to staffing and daily operation</b></p> <p>Lack of supervision/ management of groups to comply with current guidance Unable to maintain staffing levels due to infection or isolation</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff report prior to coming into school if they are experiencing any of the following symptoms: <b>A high temperature, a new continuous cough loss of taste or smell</b></li> <li><input type="checkbox"/> Parents, pupils and households of pupils, prior to coming into school, should ensure that they are not experiencing any of the published Covid-19 symptoms, and have not come into contact with a confirmed case of Covid-19 within the last 14 days</li> <li><input type="checkbox"/> Parents, pupils and staff will ensure that they carefully and fully follow any official advice to self-isolate following potential contact with a confirmed or suspected Covid-19 case</li> </ul>	<p><b>10 Medium Risk</b> L5XS2</p>	<p>All staff, parents and pupils to be advised that they must inform their manager if they or anyone in their household have been advised to self-isolate, before entering the workplace</p> <p>An information poster highlighting the</p>	See Protocol CV04 for more details of control measures in place.	<p><b>Medium</b></p>



<p>Child or young person requiring 121 support</p> <p>SEND/ Behaviour Management Issues</p> <p>To prevent ill health/ injury</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staffing plan in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. – Ratios based on appropriate risk assessment.</li> <li><input type="checkbox"/> Timings of arrivals, lessons and activities in place</li> <li><input type="checkbox"/> Parents/carers not allowed in the school unless absolutely necessary and appointment made with Head teacher</li> <li><input type="checkbox"/> Any report of parents, pupils or staff not adhering to social distancing and other government requirements outside of school will result in them being barred from attending school and potential consequences up to and including reporting to the authorities</li> <li><input type="checkbox"/> All offsite school activities suspended</li> <li><input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work.</li> <li><input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them.</li> <li><input type="checkbox"/> <a href="#">PHE COVID-19 Testing guidance communicated to staff</a></li> <li><input type="checkbox"/> Staff responsible for ensuring that they are up to date with their own routine immunisations</li> <li><input type="checkbox"/> Pupils – Individual healthcare plans in place for pupils who require them.</li> <li><input type="checkbox"/> Pupils - Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 121 care or support is not available for them</li> <li><input type="checkbox"/> Referrals made to occupational health as appropriate</li> <li><input type="checkbox"/> Employees advised of and offered vaccination cover (<b>as this becomes available and appropriate</b>)</li> <li><input type="checkbox"/> Pupil/staff cohorts remain together at all times</li> <li><input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others. 4 bubbles used, with crossover limited as much as possible within the constraints of small schools with small staffing.</li> <li><input type="checkbox"/> Outside spaces used for learning where possible</li> </ul>		<p>symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) have been provided to all employees and/or regular visitors</p>		
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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Outdoor equipment – taken out of use with access prevented by means of suitable barriers</li> <li><input type="checkbox"/> Local school specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection e.g. Cleaning/ Kitchen RAs</li> <li><input type="checkbox"/> Absence/self-isolation cases due to COVID 19 (suspected or confirmed) must be reported via the normal reporting procedures</li> <li><input type="checkbox"/> Normal absence and wellbeing reporting procedures followed</li> <li><input type="checkbox"/> Normal pre-employment procedures followed.</li> </ul>				
<p><b>Hazards in relation to lack of cleaning/ hygiene/ waste management</b></p> <p>Inadequate cleaning and hygiene processes</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and pupils instructed to wash their hands upon entry to buildings and frequently thereafter.</li> <li><input type="checkbox"/> Supplies of hand sanitiser available at entrance points and where there are no sinks including in classrooms.</li> <li><input type="checkbox"/> Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel (60-70% alcohol) as required for those without easy access to suitable handwashing facilities.</li> <li><input type="checkbox"/> Sufficient handwashing facilities are available: sinks, soap and towels</li> <li><input type="checkbox"/> Regular cleaning and disinfection of surfaces that are touched more frequently – 4 times daily</li> <li><input type="checkbox"/> Drinking fountains taken out of use</li> <li><input type="checkbox"/> Suitable signage and visual instructions displayed as required</li> <li><input type="checkbox"/> When delivering personal/intimate care or first aid, staff will wear the normal PPE required as detailed in individual healthcare plan or first aid protocols</li> </ul>	<p><b>10 - Medium Risk</b></p> <p>L5 x S2</p>	<p>Pupil allergies identified where applicable</p> <p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p>	<p>Headteacher</p> <p>See Protocol CV08, CV05 and CV06 for more details of control measures in place.</p>	<p><b>Medium</b></p>
<p><b>Transport and Travel</b></p> <p>Reducing the risk of infection</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Safe transport guidance promoted to staff and parents</li> <li><input type="checkbox"/> Protocols in place for drop off and pick up</li> <li><input type="checkbox"/> All offsite school activities suspended</li> <li><input type="checkbox"/> A Transport risk assessment is available for SEND children where appropriate and those children are accessing our schools</li> <li><input type="checkbox"/> Transport providers will follow appropriate controls as highlighted in their code of practice</li> </ul>	<p><b>10 - Medium Risk</b></p> <p>L5 x S2</p>	<p>Where possible staff should avoid/limit the use of public transport. If this is unavoidable Government guidance is that you need to use a face covering</p>		<p><b>Medium</b></p>



<p><b>Hazards in relation to pupil and staff wellbeing and mental health</b></p> <p>Preventing ill health due to anxiety and work related stress</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> School Stress Risk Assessment in place</li> <li><input type="checkbox"/> Where staff report work related issues – individual stress risk assessment will be carried out in line with HSE guidance</li> <li><input type="checkbox"/> Staff will be referred to occupational health as early as possible</li> <li><input type="checkbox"/> Good communication measure in place and maintained with staff</li> <li><input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with existing school policy.</li> <li><input type="checkbox"/> Pupils -</li> </ul>		<p>The Local Authority have produced the following guidance Coronavirus – getting back to school <a href="#">Supporting emotional wellbeing and learning</a></p>	<p>Detailed analysis of LA guidance required and protocols written – to be in place by 28/6/2020</p> <p>See Protocol CV10 for more details of control measures in place.</p>	<p><b>Medium</b></p>
<p><b>Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions</b></p> <p>Pregnancy, Asthma etc.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times</li> <li><input type="checkbox"/> Staff who have shielding letters must not attend school</li> <li><input type="checkbox"/> CCC guidance followed when considering who should attend school and who should be encouraged to work from home and options discussed with individuals. Sufficient mitigation against risk to the individual, headteacher and school in place should persons at risk decide they wish to work in school in any case and reasonable adjustments made to working arrangements as appropriate</li> </ul>		<p>If the person cannot undertake their normal duties contact your HR provider to discuss any reasonable adjustments</p>	<p>See Protocol CV04 for more details of control measures in place.</p>	<p><b>Medium</b></p>
<p><b>Hazards in relation to managing incidents and emergencies</b></p> <p>First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents. (in line with current Public Health England and updated HSE RIDDOR guidance circulated to Schools)</li> <li><input type="checkbox"/> Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR fluid resistant / surgical masks (per Government guidance) and disposable gloves, hand sanitisers and disposable aprons and visors for close contact first aid treatment. Training in donning and doffing PPE given to all staff likely to use PPE in dealing with an emergency</li> </ul>		<p>All first aid certificates are current and rota in place, plus emergency arrangements, to ensure coverage at all times.</p> <p>Full briefing to all staff of 'what to do in an emergency' covering various scenarios</p> <p>Allocation of a senior staff member to act as</p>		



	<ul style="list-style-type: none"> <li><input type="checkbox"/> At least one person with a paediatric emergency first aid at work certificate will be premises at all times when children are present.</li> <li><input type="checkbox"/> School Emergency Plan/ crisis management plans in place</li> <li><input type="checkbox"/> Adjustments to fire plans documented and clearly communicated to all staff</li> <li><input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.</li> </ul>		<p>emergency contact to provide remote and on-site support in the event of an emergency</p>		
<p><b>Hazards in relation to eating and safe welfare facilities</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Timings in place to ensure safe management of break and lunchtimes</li> <li><input type="checkbox"/> Adequate welfare facilities provided for all staff and pupils</li> <li><input type="checkbox"/> Staff and pupils reminded to wash hands before and after eating.</li> <li><input type="checkbox"/> Staff room usage limited to 2 persons at any one time</li> <li><input type="checkbox"/> Provision for relief for staff allocated to bubbles in place, including break and lunchtime supervision by another teacher to allow a break / eating of lunch away from the classroom</li> </ul>		<p>Staff to be encouraged to remain on site during lunch breaks. Where this is not possible staff are reminded to maintain social distancing whilst off site</p>	<p>See Protocol CV04 and CV09 for more details of control measures in place.</p>	
<p><b>Hazards due to the lack of suitable PPE</b></p> <p>Where carrying out close personal care tasks and physical restraint and unable to maintain 2m social distancing measures.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff and pupils to be fit/well to attend setting</li> <li><input type="checkbox"/> Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance</li> <li><input type="checkbox"/> PPE to be fit for purpose/ approved specification</li> <li><input type="checkbox"/> Where PPE/ RPE provided staff provided with training and instruction in its use as far as is reasonable and practicable to do so given school staff are not experts in PPE use. Government and PHE guidance / videos to be made available to support correct use of PPE</li> <li><input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable</li> <li><input type="checkbox"/> Guidance provided to staff in relation to the use and wearing of their own face coverings</li> </ul>		<p>Telephone ordering process in place for weekly supplies of PPE 0800 783 1967</p>	<p>See Protocol CV04, CV05, CV06, CV07 and CV08 for more details of control measures in place.</p>	
<p><b>Assessment Conclusion</b></p>	<p>Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.</p>				



**To be completed by the Individual undertaking the risk assessment:**

**Name:** Jennifer Rowlands **Job Title:** Executive Business Manager

**Signature:**  **Date:** 25<sup>th</sup> May 2020

**To be completed by the Head teacher:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:** Judith Schafer **Job Title:** Executive Headteacher

**Signature:**  **Date:** 26/05/2020

**To be completed by Chair of Governors:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:** David Davidson **Job Title:** Chair of Governors

**Signature:**  **Date:** 26/05/2020

**Staff, Pupils and Others**

Those who are clinically vulnerable, or are living with someone who is, should follow [protective measures guidance](#).

[Implementing protective measures in education and childcare settings](#)  
[Conducting a SEND risk assessment during the Coronavirus outbreak](#)  
[Guidance on hand cleaning](#)



[Kids life skills – self-care- going to the toilet](#)

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus \(COVID-19\)](#)

**Personal Protective Equipment - PPE**

[PHE guidance to putting on and removing \(Donning and Doffing\) PPE](#)

**Travel**

[Safer travel guidance for passengers](#)

		Severity/ Outcome				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk